

Martha Guardado
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WORK EXPERIENCE

Work History

Caregiver/Supervisor

Florencia Guardado, San Francisco, CA

July 2016 – May 2017

- Interviewed and hired care-givers from IHSS San Francisco agency.
- Trained and supervised my mother's caregivers.
- Ran errands such as grocery shopping.
- Drove my mother to her doctor's appointments.
- Met weekly with hospice staff to discuss my mother's medication, new treatments, and overall changes in her health.

Accounting Clerk

San Francisco Museum of Modern Art, San Francisco, CA

July 2008 – July 2015

- Processed invoices, performed data entry, cash receipts, journal entries, wire transfers and admissions.
- Disbursed, balanced and replenished petty cash funds as well as prepared bank deposits.
- Mailed weekly check run and matched invoices with copies of checks.
- Maintained department files, managed storage needs and assigned old records to be shredded.
- Performed other random assignments as needed by the Controller.

Data Entry Specialist

San Francisco Museum of Modern Art, San Francisco, CA

December 1998 – July 2008

- Data entry of invoices, wire transfers, foreign drafts, and journal entries.
- Disbursed, balanced, and replenished petty cash funds.
- Mailed weekly check run and matched invoices with copies of checks.
- Prepared and maintained monthly journal entry logs.
- Maintained department files, managed storage needs and assigned old records to be shredded.
- Performed other related duties as needed by the department.

Professional Profile

- Bilingual (English/Spanish)
- Data Entry, 10 Key by touch, 8,000KPH.
- MAS500 Accounting Software.
- Microsoft Great Plains, Typing 40WPM.
- Enthusiastic team member whose participation brings out the best in others.
- Dependable, punctual, courteous.
- Highly productive & efficient.
- Able to meet deadlines.

CERTIFICATIONS

- Dress for Success Eight Week Seminar, San Francisco, CA - Certificate
- General Communications Inc., Rockville, MD – Office Specialist Certificate
- Mission Language & Vocational School – San Francisco, CA – Clerical Certificate

References upon request

